

Job Description

Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Pupil Place Planning Manager
Salary:	£61,605 - £64,925
Grade:	Grade 16
Hours:	Full time We are open to discussions about flexible working.
Team:	Access to Learning
Service Area:	SOAP, School Organisation, Academies and Planning
Primary Location:	<p><i>County Hall, Oxford OX1 1ND and Home based, visiting schools as necessary</i></p> <p><i>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process</i></p>
Budget responsibility:	Revenue budget management of £0.2m
Responsible to:	Head of Access to Learning
Responsible for:	<p>Ensuring the County Council meets its statutory duties to secure sufficiency of school places, through the planning of educational capacity across the county .</p> <p>Effectively driving the process of establishing new academies through to the successful opening of those schools</p> <p>Leading the development of the Council's policies and documentation relating to all aspects of establishing new schools, including delivering funding from new developments.</p>
Political Restricted Post:	No

Job Purpose

- Ensure the County Council meets its statutory duties to secure sufficiency of school places, through the planning of educational capacity across the county, and deliver the strategic function of the local

authority as commissioner of excellent school places from a diverse range of providers, including securing appropriate investment from private and public sector funders.

- Lead and deliver a service to schools and the County Council supporting all aspects of school organisation, responding to local and national policy and context.
- Effectively drive the process of schools' conversions to academy status through leading on the development of the Council's policies and documentation relating to all aspects of academisation, and the direction and coordination of specialist teams across the council: legal, financial, property, CEF, HR, pensions and services to schools.
- An essential requirement for this role is to build and manage effective partnership relationships with internal teams and external stakeholders. Your duties will require you to have regular consultation and negotiation with elected members, a wide range of people in our schools and settings, other County Council Directorates, other local and national government partners, and external bodies in the housing development industry. Key to this role will be experience and ability to influence and negotiate working with a range of complex stakeholders.

Job Responsibilities

- Ensure sufficient education provision through leading on the preparation and implementation of the County's education infrastructure strategies and programmes, responding to demographic changes, government policy and local housing development.
- Lead on planning and implementing statutory consultations and legal procedures for changes to school organisation and capacity (including reorganisation, closure, amalgamation, changes in size, age range and status) in response to changes in population, curriculum, and local/national policy.
- Lead on processes to convert schools to academies, and support the establishment of new academies required to meet demand for school places and ensure high quality provision of education.
- Contribute to the strategic planning of growth and development across Oxfordshire through the provision of expert advice to local planning authorities and housing developers on the school planning issues arising from their Local Plan or planning application proposals, and provide robust justifications of the Council's requirements, including giving evidence at planning appeals and Examinations of Local Plans documents as necessary.
- Lead on client liaison with relevant council teams, and directly with developers and local planning authority officers, on the Directorate's need for educational and childcare provision arising from significant housing development. Liaise with neighbouring Councils on cross council boundary issues in school provision.
- Ensure that developer contributions and central government investment towards education infrastructure are secured as appropriate through evidence-based negotiation and bid-writing.
- Ensure rigorous monitoring and analysis of the current and forecast sufficiency of school places; identify and develop strategic solutions to ensure sufficient and sustainable levels of school places.
- Ensure accurate and timely responses to DfE data surveys on school capacity and pupil place planning, and other similar requirements.
- Contribute to the development of business cases and briefs for capital investment including the provision of new schools and expansions/reorganisations of existing schools.
- Support the effective function of the Admissions team through close liaison over demand for school places, and identifying appropriate solutions to unforeseen emerging pressures. Provide advice to schools and academy trusts on the implications of demographic changes for future admissions arrangements.
- Discuss and negotiate the details of school organisation and planning matters with headteachers, school governors, academy trusts and Department for Education officers to secure their commitment to, and/or approval of, expansion or other changes to school organisation as necessary.
- Ensure compliance with all statutory consultation and decision-making requirements relating to school organisation changes.

- Secure/negotiate sufficient time commitment and staff expertise from relevant specialist teams relating to academy conversions. Provide robust instructions to the Council's legal and property teams to deal with complex and often conflicting interests relating to academy conversion.
- Manage the process of identifying high quality academy sponsors for new schools, including liaising with central government to secure DfE approval, and oversee new school and growing school revenue funding processes.
- Ensure effective communication of school planning and organisation issues at all levels, including through managing the annual review of the Pupil Place Plan, SEND Sufficiency Delivery Strategy and Academies Annual Report. Provide support for the School Organisation Stakeholders Group by preparing the agendas, reports and producing the notes.
- Maintain up-to-date specialist knowledge and expertise in all aspects of the statutory consultations and legal procedures associated with changes in school organisation through establishment of new schools, academy conversion, reorganisation, closure, amalgamation, changes in size, age range and status.
- Ensure personal current knowledge of school organisation and planning issues locally and nationally is sustained through regular review of websites and effective use of regional and national networks, and ensure that intelligence gained from these is used to improve the effectiveness of the council's work and the quality of information provided to schools and partnerships in Oxfordshire, as well as sharing expertise and experience with other local and central government partners.
- Contribute to the work of inter-Directorate Groups which bring together officers involved in raising achievement, admissions, forecasting rolls, housing development, planning, identifying school organisation implications and options for solutions.
- Monitor the delivery of the service in the above areas of responsibility and control the delegated budget, ensuring that resources are deployed efficiently and that the service is delivered within budget.
- Lead and manage the relevant teams and ensure that effective systems are in place for their recruitment, development, appraisal, health, safety and welfare.
- Provide timely and effective advice and information on school organisation and planning issues to the public, Councillors, management teams, Committees, Working Parties, MPs etc.
- Provide professional advice and support to the Lead Member, Director and Deputy Director and Strategic Lead, represent the Directorate as required at national, regional and local levels, and deputise for the Head of Access to Learning when required.
- Contribute to the management and leadership of the Section as a member of the Access to Learning Senior Management Team.
- To undertake such duties relevant to the post as may be required from time to time.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
Degree or equivalent	D
Administrative and legal experience relating to education organisation and governance.	A, I
Successful delivery of strategic plans and strategies with positive outcomes for learners.	A, I
Successful financial management of substantial and complex budgets.	A, I
Leadership experience of working with partners from a range of services to the benefit of learners.	A, I
Comprehensive knowledge and understanding of DfE policy and requirements governing the organisation learning in all settings.	A, I
Ability to engage partners and challenge underperformance and noncompliance at all levels.	A, I
Knowledge of National funding sources and LA legal duties.	A, I
Desirable Criteria	Assessed By:
Experience of leading and managing capital programmes and projects.	A, I
Experience of managing communication with Elected Members, parents and members of the public.	A, I
Systems and project management e.g. Prince2	A, I
Skills in negotiation across a wide range of partners and professionals.	A, I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults

<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

May 2023